

# LICENSEE HANDBOOK

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Graduate and Family Housing

University of Kentucky

300 Alumni Drive #156

Lexington, Kentucky 40503

Email: [ukaphousing@uky.edu](mailto:ukaphousing@uky.edu)

Website: <http://www.uky.edu/housing/graduate-family-housing>

Office Hours: Monday–Friday 8:00 a.m. – 4:30 p.m.

## GREETINGS – A WORD FROM THE OFFICE

Welcome to the University of Kentucky and to Graduate and Family Housing. We are proud to offer our residents the opportunity to live and learn in an ethnically diverse community. We pride ourselves on inclusion and diversity to ensure our Residential Facilities provide a “home away from home” for students not only from the United States but also from countries across the globe. We expect all residents to embrace and respect the various cultures we house in our residential facilities.

Residents are an important part of the Graduate and Family Housing community, the University, as well as the city of Lexington and the Commonwealth of Kentucky. This Handbook discusses rules and regulations that are required by Graduate and Family Housing. Updates to this Handbook may come in the form of email notices, newsletters, and other written forms of communication. These items become a part of this Handbook and supersede the information contained herein. Failure to adhere to the rules and regulations of the License Agreement and the Licensee Handbook is a violation of License. ***It is the Licensee’s responsibility to know the rules and regulations and applicable laws. Ignorance of rules and regulations will not be accepted as an excuse for dismissal of citations or other enforcement action.***

This Handbook, which is referenced in the License Agreement as the Licensee Handbook details the policies and procedures contained within the License Agreement. The Licensee is responsible for ensuring that all Family Members and Guests understand the contents of the Handbook.

We trust that your overall experience at the University of Kentucky will be productive, enjoyable, and enriching. Should you have questions or need assistance, please feel free to visit our office during regular business hours.

We thank you for choosing Graduate and Family Housing!



***NOTE: The University of Kentucky will be hereinafter referred to as “Licensor” and the student will be referred to as “Licensee”. The Housing License will be referred to as “License”. The Licensee Handbook will be referred to as “Handbook.”***

## HOUSING OFFICE STAFF



**Assignments Coordinator**, Paula Licato

[paula.licato@uky.edu](mailto:paula.licato@uky.edu)

(859) 257-3722

- Housing inquiries
- Application Confirmations
- Assignments
- Change requested move-in date
- Afterhours key pick-up instructions
- Transfer requests
- Apartment showing

**Facilities Representative**, Jonathan (Jay) Dunn

[jay.dunn@uky.edu](mailto:jay.dunn@uky.edu)

(859) 257-3724

- Apartment Pre-Inspections
- Apartment Move-Out Inspections
- Apartment turnovers
- Lock changes
- License Agreement Violations
- Door and mailbox key issues

**Customer Care Associate**, Front Desk

[ukaphousing@email.uky.edu](mailto:ukaphousing@email.uky.edu)

(859) 257-3721

- First contact front desk, phone, & email
- General office information
- Applications
- Check-in
- Notice to Vacate
- Rental history and/or rental verifications
- Community Room reservations

**Housing Manager**, Kathy McKinley

[kmckin2@uky.edu](mailto:kmckin2@uky.edu)

(859) 257-1908

- Office Staff
- Resident Managers
- Pest Control and Laundry services
- Maintenance & cleanliness issues
- Concerns
- Suggestions and/or comments

**Account Associate**, Stephanie Parker

[s.park1@uky.edu](mailto:s.park1@uky.edu)

(859) 257-3709

- Payment arrangements
- On-line payment questions
- Deposit refunds
- Delinquent Accounts, 7-day Notice
- Holds on university student accounts

**FIXIT**, Call Center

[fixit@uky.edu](mailto:fixit@uky.edu)

(859) 323-4948 or 3-4948 (F-IXIT)

- To report maintenance needs
- To report facility related emergencies
- To report internet issues

# RESIDENT MANAGERS

## WHAT IS A RESIDENT MANAGER

A Resident Manager is a Housing employee assigned to each residential facility. The Resident Manager is a full-time Graduate Assistant and lives in our residential facilities. This person acts as a liaison between residents and the Housing Office, evaluates the needs of the residential community and residents, performs Check-in and Check-out inspections, and handles after-hours emergencies in conjunction with the Housing Manager and maintenance. The Resident Manager also keeps the Housing Manager apprised of issues within the residential facility. In addition, the Resident Manager can help answer questions about the residential facility, as well as the University, and the City of Lexington.

Each Resident Manager has an email address and landline phone number. At times a Resident Manager's student or family responsibilities may require them to be away from campus. If a Resident Manager will be outside the Lexington area, they will arrange for another Resident Manager to handle their duties.

## *RESIDENT MANAGER CONTACT INFORMATION*

### **Deepti Adhikari**

*Residential Facility:* Roselle Hall, LTS,  
Specialty Apartments, & Real Property

- Address: Roselle Hall #101
- Email: [deepti.adhikari@uky.edu](mailto:deepti.adhikari@uky.edu)
- Telephone: 859-323-0880

### **Claude Dadjé**

*Residential Facility:* Greg Page &  
Shawneetown Apartments

- Address: Greg Page, Apartment #109
- Email: [clauded.dadje@uky.edu](mailto:clauded.dadje@uky.edu)
- Telephone: 859-323-9380

## DOCUMENTS

### **Graduate and Family Housing Application**

A Housing Application is required in order to receive an assignment. Full-time students must have a linkblue user ID and UK ID # (number) to apply online. Applicants may access the Graduate and Family Housing application from their myUK account. Once logged in click the Student Services tab, myinfo tab, then Campus Housing from the dropdown menu. Short term residents and Guests of the University may write [ukapthousing@uky.edu](mailto:ukapthousing@uky.edu) to request a paper application. Falsification of any information on the Housing Application will result in eviction.

### **Housing License Agreement (“License”)**

The legal contract between the University of Kentucky and the eligible applicant to rent a University owned/operated Residential Unit. The student who executes the Housing License must be eighteen years of age or older. A student seventeen years of age or younger must obtain the signature of a parent or legal guardian.

### **Licensee Handbook (“Handbook”)**

The Handbook is referenced in your License and is considered an extension of the License. The Licensee is responsible for reading the Handbook and ensuring that all Family Members and Guests understand the contents of the Handbook. A supplemental document that details rules and regulations which are governed by the Graduate and Family Housing Office and by the University of Kentucky. The Licensee Handbook will be hereinafter referred to as “Handbook”. The Handbook may be amended from time to time. The official copy will be maintained on the Licensor’s web site.

### **Fire Suppression Statement**

A statement Licensee signs that informs Licensee as to whether or not the Assigned Residential Unit is equipped with a fire suppression system (i.e. water sprinklers).

### **Lead Paint Assessment**

A statement Licensee signs that informs Licensee as to whether or not the Assigned Residential unit contains acceptable amounts of lead-based paint hazards.

### **Asbestos Statement**

A statement Licensee signs that informs Licensee as to whether or not the Assigned Residential Unit may contain asbestos in building materials.

## DEFINITIONS

1. **Licensor:** The party who grants the License. The Licensor for this license is the University of Kentucky.
2. **Licensee:** The party to whom the License is granted. The Licensee must satisfy the eligibility requirements as set forth herein.
3. **Priority Date:** Date which establishes applicant priority for next available Residential Unit once Licensor receives the Licensee's completed Application.
4. **Reservation:** Created when an Applicant is matched with a specific unit in a residential facility. Will receive a confirmation email at this time.
5. **Residential Facility:** Residential Facilities include efficiency, one-bedroom, two-bedroom, and townhomes owned and/or operated by the University.
6. **Assigned Unit:** The specific unit assigned to the Licensee to rent from Licensor.
7. **Damage Deposit:** A financial security held by Licensor in a non-interest-bearing account until Licensee moves out of Graduate and Family Housing. The deposit may be refunded to Licensee if there are no cleaning or damage charges and the housing account is paid in full.
8. **Family Member:** A member of the immediate family; spouse, child, parent, or sibling. All Family Members must be of record with the Housing Office.
9. **Spouse:** A person legally married to Licensee.
10. **Minor:** A person who is under eighteen (18) years of age.
11. **Guest:** Licensee's authorized visitor. A Guest is limited to seven (7) calendar days within a thirty-day (30) period unless Licensee obtains prior approval from Licensor. Any Guests staying more than 7 days must be on record with the Housing Office.
12. **Jointly and Severally Liable:** Roommates who execute the License for the same Assigned Unit are held financially responsible for charges associated with the Assigned Unit. Full financial responsibility is assigned to both Licensees living in the same Assigned Unit.
13. **Transfer:** A move by Licensee within Graduate and Family Housing or University Flats within the same license term.
14. **Transfer Fee:** An amount charged to Licensee to cover administrative costs associated with a move within Graduate and Family Housing or University Flats within the same license term.
15. **Notice to Vacate and End License Responsibility:** This document that must be filed at least thirty-days prior to the anticipated move-out date. Herein after known as the "Notice to Vacate".
16. **Rent & Other Charges:** The monthly amount associated with the Assigned Unit together with all fees and fines. The rent amount is charged by the Assigned Unit, not charged by bed.
17. **Grace Period:** The period of time in which rent can be paid without incurring a late fee.
18. **Late Fee:** The fee assessed for failure to pay installment payments, fees, fines, or other charges by their due date.
19. **Abandon:** A Residential Unit is considered abandoned when it appears as if the Licensee has intentionally and permanently given up, surrendered, left, deserted or relinquished all interest in the Assigned Unit without notice and does not intend to come back. All personal property left on the premises will also be considered abandoned, resulting in relinquishment of legal rights over or to that property.
20. **Eviction:** When Licensee fails to pay rent or Licensee, Family Members, and/or Guests fail to follow Graduate and Family Housing policies and procedures, the Code of Student Conduct and/or the UK Ethical Principles and Code of Conduct. The Licensor expressly reserves the right to change the door locks and pursue penalty fees and charges in such circumstances.
21. **Hold:** A status placed on the Licensee's account in the University's database. This status can prevent registration, receipt of grades, transcripts and other important student-related documents.
22. **FIXIT:** The 24/7/365 call center where issues or problems may be reported to receive assistance.

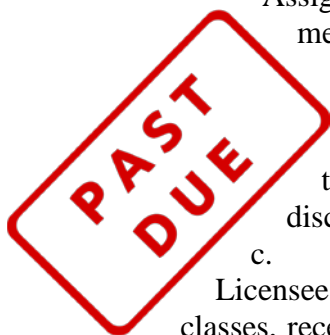
## ELIGIBILITY

1. To be eligible to live in Graduate and Family Housing, the Licensee must be classified as a full-time graduate, professional, or non-traditional student at the University of Kentucky or Bluegrass Community and Technical College for fall and spring semesters. Graduate and Family Housing *may* accept visiting scholars, interns, post-doctoral and medical residency students, or others who have an educational association with the University *if* space permits.
2. An individual Licensee may elect to have one (1) roommate of their choice. The roommate must meet all eligibility requirements as outlined above. The roommate will be required to execute a License. *It is highly advisable that both Licensees (roommates) know one another.*
  - a) No more than two adults are permitted to live in the Assigned Unit.
  - b) Each party must pay a non-refundable application fee and a refundable damage security deposit.
  - c) Roommates will be “Jointly and Severally” responsible for all financials associated with the Assigned Unit.
  - d) Roommates must sign a Roommate Supplement.
  - e) *Moving out of the Assigned Unit does not relieve an individual Licensee of financial responsibility hereunder, unless the Licensor executes a written release.*
3. A Family Member is defined as the individual who will reside in the Assigned Unit with the Licensee. Family Members are only eligible to live in the Assigned Unit as long as the Licensee is eligible. Proof of family status may be requested. Once Licensee is no longer eligible under the terms of the License Agreement, Licensee and, if applicable, all Family Members must vacate the Assigned Unit. A Licensee who marries and is living in a designated single unit may be required to transfer to a family facility.
  - a) Efficiency: Licensee plus maximum of two (2) Family Members.
  - b) One-Bedroom: Licensee plus maximum of three (3) Family Members.
  - c) Two-Bedroom: Licensee plus maximum of five (5) Family Members.
4. Licensee understands and acknowledges that all official residents, Family Members or Guests, must be of record with the Licensor. It is the Licensee’s responsibility to notify the Licensor when the occupancy in the Assigned Unit changes.
  - a) Temporary Guests are permitted for seven (7) days or less.
  - b) Guests of eight days to eighty-nine (89) days must be approved, in advance, by Licensor.
  - c) Guests staying ninety (90) days or longer must be family and must be added to the housing account as a member of the Family.
5. Student Licensees must adhere to the University Of Kentucky Code Of Student Conduct. All other Licensees must adhere to the University of Kentucky Ethical Principles and Code of Conduct.
6. Licensees, Family Members, and Guests must all adhere to local, state, and federal laws.
7. Licensee is responsible for the supervision and actions of all Family Members and Guests and ensuring they obey all applicable rules and regulations.
8. Licensor shall execute a new License July 1<sup>st</sup> of each year.
  - a) Licensee must meet eligibility status before the renewal License may be signed.
  - b) Licensee does not have to be registered for summer classes as long as the Licensee will be a full-time student in the subsequent semester.
  - c) Should the demand for housing exceed availability, Licensor may elect to not renew Licenses for any Licensees that have completed three (3) years of occupancy, to post-doctoral students, to Visiting Scholars, to Interns or those performing Residencies.



## PAYMENTS, FINANCIAL INFORMATION & OTHER OBLIGATIONS

1. Licensees (to include roommates) and all members of the Family Unit, eighteen (18) years of age or older, are considered Jointly and Severally responsible for rent and any charges assessed against the Assigned Unit. Licensors bill by the Assigned Unit not by bed space. Licensors expect the full amount of rent to be paid on time.
2. Licensors require a non-refundable application fee.
3. Licensors require a refundable damage deposit. Licensees shall pay the damage deposit when the Licensee checks in with the Graduate and Family Housing Office. The damage deposit will be refunded except when: 1) cleaning charges are applied; 2) damage charges are applied; or 3) rent is owed. Reasonable wear and tear will not be charged.
4. Rent is to be paid in advance and will be due on the first day of each month. Licensees are delinquent if rent is not paid by the first (1<sup>st</sup>). Rent payments made on the 2<sup>nd</sup> through the 10<sup>th</sup> (Grace Period) will not be subject to a Late Fee. Rent paid on the eleventh (11<sup>th</sup>) day or later will be charged a late fee. Online payments must be received by 11:59 p.m. on the tenth (10<sup>th</sup>) day of each month. In-office payments must be made by 4:30 p.m. on the tenth (10<sup>th</sup>) day of each month. If the tenth (10<sup>th</sup>) day falls on a weekend or official University holiday, the Grace Period will be extended to the first (1<sup>st</sup>) business day following the weekend or official University holiday for in-office payments *only*.
5. If rent is not received by the end of the Grace Period, a “Seven Calendar Day Notice to Vacate” (7-Day Notice) will be delivered to the Licensee.
  - a. Prior to the end of the 7-Day Notice, Licensees are expected to: 1) pay the balance in full; or 2) vacate the Assigned Unit in accordance with move-out procedures as outlined in this Handbook.
  - b. If rent remains unpaid at the end of the 7-Day Notice, Licensors reserve the right to enter the Assigned Unit to determine whether Licensees, personal belongings, and if applicable, members of the Family Unit, or Guests remain in the Assigned Unit. If the Assigned Unit has not been completely vacated, Licensors reserve the right to change the door locks and deny access to the Assigned Unit. Personal belongings may only be claimed by appointment with the Housing Office. Personal property unclaimed after ten (10) calendar days will be considered abandoned and will be disposed of at the discretion of Licensors.
  - c. If rent remains unpaid after the end of the 7-Day Notice, a Hold will be placed on Licensees’ University Student Account. A Hold will prevent Licensees from registering for classes, receiving grades and transcripts, and participating in other important student functions. Unpaid accounts will be transferred to the in-house collections staff and may be referred to professional collection agencies.
6. Acceptable forms of payment include debit card, credit card, money orders, or personal checks (with proper identification). *The Graduate and Family Housing Office does not accept cash.*
7. With the exception of the damage deposit, rent and other payments may be made online via the Licensees’ myUK account. Online payments may be made using a credit or debit card; Visa, MasterCard, American Express, and Discover.
  - a. Login using your linkblue username and password
  - b. Select Student Services
  - c. Select My Info
  - d. Select Graduate & Family Housing (this will take you into the Campus Housing portal)



- e. If you do not have myUK login credentials you will need to pay your rent in the Graduate and Family Housing Office. Once you have obtained your linkblue user ID you may then pay via the myUK Campus Housing portal.
8. If a personal check is returned for insufficient funds, a returned check fee will be charged to Licensee's Housing Account. Licensee must come to the Housing Office to pick up the returned check and pay the amount of the check, plus the fine. Payment must be made by debit card, credit card, or money order. A Licensee with two returned checks will no longer be allowed to pay rent or other charges using a personal check.
9. Rent is pro-rated the first and last month based on the number of days the Assigned Unit is occupied regardless of the time-of-day. For example, a Licensee will be considered "moved in" the day keys are picked up.
  - a. A Licensee that moves in on the first day of a month will be responsible for the full month's rent. A Licensee who moves in on the second day of the month or any day thereafter will pay a pro-rated rent amount. Pro-rated rent amounts are calculated as:  $\text{Amount of Monthly Rent} / \text{Actual Number of Days in the Month} \times \text{the Number of Days of Occupancy}$ .
  - b. Move out rent will be pro-rated as long as the Licensee provides proper Notice to Vacate. Move out pro-rated rent amounts are calculated as:  $\text{Amount of Month Rent} / \text{Actual Number of Days in the Month} \times \text{the Number of Days of Occupancy excluding the last day}$ .
10. Licensee may use Financial Aid to pay rent and other charges. The Housing Office may defer rent payment based on Financial Aid disbursement but reserves the right to not do so; documentation of award amount must be provided. Licensee must make a request and provide the documentation BEFORE rent and other charges are due. A Licensee that defaults on a deferment will receive a Seven Calendar Day Notice to Vacate the Assigned Unit (see #5).
11. Licensor reserves the right to increase rental [rates](#) based on approval by the University of Kentucky Board of Trustees. Late fees, disciplinary fines, and other charges may be revised upon a thirty-day written notice to Licensee.
12. Licensee and all members of the Family Unit eighteen years of age or older are financially responsible for any and all damages to the Assigned Unit, as well as common areas, as a result of misuse or abuse of Assigned Unit, facilities, grounds, or equipment caused by Licensee, Family Unit, or Guests.
13. In the event the Licensor cancels the License for *any* reason, the Licensee shall vacate the Assigned Unit. If the Licensee fails to vacate the Assigned Unit, the Licensor will regain possession by denying access to the Assigned Unit.



## GENERAL INFORMATION

1. **Keys:** One (1) door key will be issued to the Licensee and one to each Family Member eighteen (18) years of age or older. A key may be requested for a child 12 years or older. Keys in excess of three (3) will be charged to the Licensee. In the event the Licensee or a Family Member loses a key(s) a lock change will be required. Procedures and charges will apply. Keys to the Assigned Unit may not be duplicated.



2. **Facility Emergency:** Licensor shall have the right to enter the Assigned Unit, without notice to Licensee and without Licensee's consent, for matters it deems *urgent or emergency* in nature. Neither Licensee nor Family Member, nor Guest can refuse entrance into the Assigned Unit.
3. **Facility Maintenance:** The Licensor will provide Licensee a forty-eight hour notice when entry is required for routine matters such as fire extinguisher inspections or other maintenance related work.
4. **Routine Maintenance:** When Licensee requests maintenance through FIXIT, permission for entry is considered granted by Licensee. *OSHA (Occupational Safety and Health Administration) and the UK Environmental Health and Safety Office does not permit workers to remove their shoes while performing their job duties.* Resident is welcome to provide booties that fit over shoes for workers. Maintenance will not be scheduled. Work requests are typically handled within a twenty-four (24) hour period.
5. **Alterations of Facilities:** Licensee shall not alter University property or the landscape in any manner. Licensee may not nail, screw, attach fixtures, install screen doors, adhere non-removable decals, write with chalk, etc. on any surface inside or out. Decorative materials must not present a safety or public health hazard. Combustible materials must not be used for decoration purposes. All holiday decorations, including Christmas trees must be UL-listed as flame retardant. Live Christmas trees are strictly prohibited. Exterior decorations must not be attached to the Assigned Unit which result in damage to the property. All holiday decorations must be removed before leaving on a holiday vacation. Failure to comply may subject Licensee to financial and other disciplinary actions up to and including eviction. *Doing so constitutes forfeiture of the housing deposit.*
6. **Grounds:** Licensees are not permitted to plant flowers, shrubs, or vegetable gardens on University grounds. A Community Garden is available for Licensees who would like to plant vegetables. Growing plants outside the Assigned Unit will result in a fine and removal of plants. Container gardens are permitted with a limit of three (3). Container plants must not block entrances/exits, stairways, sidewalks, or other areas of access. Container gardens may not be grown on the grass.
7. **Community Garden:** A Community Garden is available during planting season. Licensees can lease a plot on a first-come, first-served basis. The plot lease must be renewed annually. The Housing Office and the College of Agriculture manage the Community Garden. Details about leasing a plot will be emailed from the Housing Office. Licensees and Family Members are responsible for following Community Garden rules.



8. **Community Cleaning Standards:** Licensee, Family Members, and their Guests must adhere to all Community Cleaning Standards. Please refer to the *Upkeep of Facilities and Assigned Unit* section of this Handbook for more details.
9. **Pest Control:** Routine pest control is provided free of charge on a monthly basis. Please ensure all occupants of the apartment are aware. The Pest Control Schedule can be found on the Graduate & Family Housing web page. This is the only notification residents will receive. Licensee may not refuse pest control services. Manufacture Safety Data Sheets (MSDS) can be found on the Housing web page.



10. **Parking:** The UK Transportation Services Department (UKTS) maintains University parking lots, and issues parking permits and parking citations. All vehicles parked in a Residential Facility parking lot must display a University parking permit year-round. Graduate and Family Housing lots are patrolled during the summer months therefore, a summer parking permit will be required. The cost of the parking permit is the responsibility of the Licensee and is established by UKTS. A limited number of parking meters may be available for Guest use. Licensees who are expecting Guests for an extended period should obtain a temporary parking permit from UKTS. Licensee accepts all liability for damages whether by theft, vandalism, fire, flood or other acts of nature. Licensee must obtain automobile insurance and be licensed in accordance with local and/or state laws. Junk vehicles are not permitted in parking lots or on any University property. Routine automobile repairs are not permitted in parking lots or on any University property. Automobiles without parking permits will be ticketed and may be subject to being “booted” or towed. Do NOT park in designated spaces such as handicapped spaces, spaces painted yellow and black, yellow with white stripes, or spaces designated as special categories. Automobiles parked in designated spaces will be ticketed, “booted”, or towed. Licensee is responsible for communicating parking regulations to Family Members and Guests. Unpaid citations may result in a Hold on the Licensee’s University Student Account or the vehicle being towed. **Parking fees are instituted and collected by UKTS not Graduate and Family Housing; direct all questions and issues regarding parking and transportation to UKTS.**

11. **Buses & Shuttles:** The University provides the [Campus Area Transit System \(CATS\)](#), a campus-wide bus service for the convenience of University employees, students and Guests. [CATS](#) buses can be [tracked](#) in real time via [Transloc](#). The blue and white routes circle main campus. The green route circles the Greg Page and Shawneetown complexes stopping in the stadium parking lot where residents may pick up a blue or white route to main campus.



12. **Bicycles:** Licensees are expected to comply with all University regulations as well as local and state laws regarding [bicycles](#) (bikes). All [bicycles](#) parked on campus must have a valid bicycle permit, which may be obtained free of charge from PTS. The only approved areas in which to park bicycles are the bike blocks, bike racks, or other devices explicitly provided throughout campus. U-Bolt locks are recommended for securing bikes to the bicycle parking device. The University of Kentucky Police Department (UKPD) is responsible for enforcing bicycle regulations.

13. **Email Address:** All official notifications from the Housing Office will be sent to the University email address.

14. **Policy and Regulations:** Licensees are expected to adhere to Graduate and Family Housing, University, city, state, and federal laws, policies, and regulations.

15. **Eviction:** Resident may be evicted for nonpayment or violation of Graduate and Family Housing, University, city, state, and federal laws, policies, and regulations.

16. **ADA:** The University and Graduate and Family Housing abide by all laws prohibiting discrimination, including but not limited to, the Americans with Disabilities Act of 1990 (“ADA”), the Fair Housing Act (“FHAct”) and Section 504 of the Rehabilitation Act of 1974.

17. **Special Accommodations:** If Licensee has a disability or otherwise needs special accommodations, Licensee must first notify the Disability Resource Center (“DRC”). The DRC will then contact the Graduate and Family Housing Office to relay special needs accommodations.



18. **Minors:** Licensee is responsible for the supervision of minors (anyone under 18 years of age) who live in the Assigned Unit. Licensee will be held financially responsible for any damage to UK property inside or out caused by minors living in or visiting the Assigned Unit. **Children under the age of ten (10) years of age should never be left without adult supervision. The University of Kentucky Police Department (UKPD) and/or Child Protective Services will be notified if a child under the age of ten years is found unsupervised in the home or outside the Assigned Unit.** Children are not allowed to play in laundry rooms, parking areas, or in roadways. Children are expected to play in grassy areas and other designated playgrounds belonging to Graduate and Family Housing. Children must be

supervised while playing. Licensee is responsible for communicating and enforcing the rules to their children and children of their Guests. Licensee will be notified if there is a violation of this rule. Issues caused by or incidents involving minors are grounds for eviction.



# PROCEDURES AND RESIDENT RESPONSIBILITIES

## ***MOVE-IN Process and Inspection***

Upon arrival, Licensee must visit the office to check in, sign the License Agreement (if not signed online), pick up keys, pay security deposit, pay first month's rent (if not paid online), and pay application fee (if not already paid). Once Licensee moves into the Assigned Unit, Licensee needs to contact Resident Manager **no less than 48 hours** after moving in to conduct a Move-in Inspection. The Resident Manager will conduct the Check-in Inspection with the Licensee. The Check-in Inspection is to provide the Licensee with important information and to protect the Licensee from being held responsible for existing conditions. *Should the Licensee fail to schedule an inspection, Licensor reserves the right to schedule an inspection with a forty-eight-hour notice; the inspection will be conducted with or without the presence of the Licensee.*

## ***MOVE-OUT Process and Inspection***

Licensee must complete the Notice to Vacate and End License Responsibility ("Notice to Vacate") form *at least 30 days* prior to move-out date. When Licensee presents notification of the intent to move-out or to not renew the License, the Licensor will provide specific move-out instructions.

### **Roommates ONLY:**

- Licensees who are roommates must come to the office, at the same time, to sign the Notice to Vacate regardless of whether one or both decides to move out of the apartment.
  - One Licensee may request to remain in the Assigned Unit at the end of the Notice to Vacate. The request must be made at the time the Notice to Vacate form is completed in the Housing Office. Because rent is charged by the Assigned Unit and not by bed, the remaining Licensee will be responsible for the full month's rent beginning the day after the Notice to Vacate expires until they transfer or get another roommate.
  - Requests to remain in the apartment will be denied if either the original Licensee or Co-Licensee has lived in the Assigned Unit for **less than six months**, has a late payment history, has License Violations, can't pay full month's rent or other offenses.
  - If the Licensee, who wishes to remain in the Assigned Unit, lives in a two-bedroom unit, the Licensee will be required to transfer to an efficiency or one-bedroom, unless they find an eligible roommate.
- 
- Review Move-Out Inspection Instructions received at the time the Notice to Vacate is filed.
  - The Move-out Inspection must be scheduled by the Licensee with the Resident Manager and will be conducted with or without the presence of Licensee to determine whether cleaning or damage charges will be assessed.
    - Contact Resident Manager to schedule the Move-out Inspection **at least** three (3) business days prior to move-out date.
    - If leaving the country, contact Resident Manager **no less than** ten (10) business days prior to move-out date OR the inspection date provided on the Notice to Vacate.
  - Clean the Assigned Unit according to the Move-Out Check List to prevent charges from being assessed.
  - Conduct the Move-out inspection with Resident Manager on scheduled date.
    - If the Assigned Unit has not been cleaned and there are damages to the property, the Resident Manager will assess charges.
    - Charges will also be assessed for any missing inventory; such as furniture, appliances, and/or internet and cable equipment.

The form is titled "Graduate and Family Housing NOTICE TO VACATE AND END LICENSE RESPONSIBILITY". It contains several sections for data entry, including "For Office Use Only" with fields for "Date Received" and "30 Day Notice Expiry". There are fields for "Community/Check Out", "Unit #", "Licensee", "SSN", "Mailing Address", "Phone", "Email", "Room # or Unit Number", and "Date Licensee plans to vacate". A section for "Reason for Leaving" includes "Check Out", "Continuing Program/Completion", and "Emergency documentation required". There are fields for "Licensee Name", "UK Student ID Number", "UK ID #", "Roommate Name", and "UK Student ID Number". A "Forwarding Address" section includes "Name", "Street Address", "City", "State", "Zip Code", and "Country". A "Signature" section has lines for "Signed" and "Signed". A "For Office Use Only" section includes "Complete ONLY if leaving the USA", "Licensee may qualify for an advanced deposit refund", "Check out inspection scheduled", "Documentation provided", and "Credit Authorization Form completed".



- *The Facilities Representative has the right to amend charges after the resident has moved out.*
- Be sure to submit a change of mailing address with the U.S. Post Office. For additional information please visit <https://faq.usps.com/s/article/Change-of-Address-The-Basics>. Also, contact anyone who sends you mail with your new address approximately two weeks before your move-out date.
- Keys must be returned at the time of the Move-out Inspection unless an Advance Deposit Refund has been requested.
- Licensee is responsible for ensuring that all windows and doors are locked prior to surrendering keys to the Resident Manager. If Licensee is approved for an Advance Deposit Refund, keys should be returned to Resident Manager the day Licensee moves out.
- Unreturned keys will result in lock change charges; the total cost will be charged to Licensee.

### ***DEPOSIT REFUNDS***

If a Licensee is expecting a deposit refund, the refund check will be mailed within three to four weeks after moving out of the Assigned Unit. Licensee is responsible for providing an accurate forwarding address to Licensor. Failure to provide an accurate forwarding address may result in the forfeiture of the damage deposit. Unclaimed damage deposits will be considered forfeited by the Licensee after a period of sixty (60) days.

A Licensee who is leaving the U.S. can request an *Advance Deposit Refund* form at the Housing Office (residents of Puerto Rico do not qualify for an advance refund). The Housing Office will process the refund amount to the debit or credit card number used to pay the deposit. To receive a credit card refund, Licensee must complete a Credit Card Authorization form. The Housing Office does NOT keep a record of Licensees' debit or credit card information, the CCA form will be shredded once the refund is complete. The procedure for requesting an advance refund is as follows:

- Licensee must provide documentation on or before the date recorded on the Notice to Vacate such as a copy of the airline tickets that they are scheduled to leave the U.S. The refund will NOT be processed without this documentation.
- The Move-out inspection must be scheduled with the Resident Manager at least ten (10) business days prior to the date the Licensee is scheduled to vacate the Assigned Unit. Licensee must contact their Resident Manager to schedule the appointment.
- The Assigned Unit must be cleaned prior to the inspection.
- The Assigned Unit will be assessed for any cleaning or damage charges. The charges, if any, will be deducted from the Housing deposit.
- The Resident Manager will again inspect the apartment just prior to the Licensee leaving. If damages are found or cleaning was not done the charges will be assessed to the Housing account and a hold placed on the University Student Account.
- Licensee will be notified by email if charges are assessed after resident moves out. Charges will be added to the housing account and a hold put on the University student record. Licensor will not be liable for Licensee's failure to read the email.

### ***TRANSFERS WITHIN GRADUATE AND FAMILY HOUSING***

A Transfer Request form must be completed when a Licensee wishes to transfer to a different Residential Facility within Graduate and Family Housing. Transfer assignments are based on need and availability. A transfer fee will be assessed at the time the transfer is executed.

Two Licensees living in the same apartment will pay one transfer fee if they are transferring together. EACH will pay a transfer fee if moving to separate apartments.

**If the transfer reservation is cancelled within five (5) calendar days of the scheduled transfer date, Licensee will still be required to pay the \$100.00 transfer fee.**

Requests for transfers are accepted for the following reasons:

- Move to a different size apartment.
- Move to a different apartment complex.
- Roommate moves out.
- Resident marries
- Family comes to stay with resident.

The Housing Office will make every effort to honor a Licensee's request to transfer however, a transfer request may be denied for the following reasons:

- Licensee has more than one violation notice.
- Licensee is delinquent or has a history of late rent payments.
- Licensee asks to transfer to Residential Facility they are not qualified to occupy.

**NOTE: A second Licensee (roommate) cannot be added to an apartment if the first Licensee will be moving out of the Assigned Unit within a six-month period. If the first Licensee moves out within the 6-month period, the new Licensee (roommate) must also move out. The 6 month or less Licensee may transfer to another Residential Facility in Graduate and Family Housing or to off-campus housing.**

#### ***FOURTH YEAR (OR LONGER) & POSTDOC LICENSEES***

- Should the demand for housing exceeds availability, Licensor may elect to not renew the License for any Licensees that has lived in Graduate and Family Housing more than three (3) years or to postdoc residents.
- Licensor will monitor the number of applications vs. the demand for housing to determine availability.
- Should Licensor determine that demand exceeds availability Licensees will be notified in writing at least thirty days in advance. Licensee may have two options: 1) Licensee voluntarily vacates the Assigned Unit; or 2) Licensee may be placed in a lottery to remain in the Assigned Unit. The results of a lottery will be sent to Licensees via email.
- Should a Licensee be denied License renewal based on lottery results, Licensor will notify Licensee at least seven days before the License expires. Licensee must follow all move-out procedures as listed in this Handbook. Refunds, if any, will be mailed to the forwarding address provided by the Licensee. Licensee must vacate the Assigned Unit on the date the License expires. Should Licensee not vacate the Assigned Unit on or before the date the License expires, Licensor will follow Eviction Procedures.

#### ***EXTENDED ABSENCES***

Licensees who plan to be away from their Assigned Unit for more than one week should make the following arrangements before they leave:

- 1) Notify the Housing Office. The Resident Manager will be asked to monitor the Assigned Unit while the Licensee is away during times of extremely cold temperatures to ensure pipes do not burst.
- 2) Make sure rent is paid in advance if Licensee will not have internet access or does not pay online.
- 3) If Licensee will be gone 10 days or longer, US Post Office will deliver even if mail is not picked up but only for 10 days. After 11 days the carrier will remove all mail from the mailbox and take back to the Post Office therefore, resident should request that the US Post Office hold Licensee's mail until Licensee returns.
- 4) Stop any newspaper delivery or ensure that someone picks up the newspaper on a daily basis.





## ***ENTRY INTO THE APARTMENT***

Graduate and Family Housing reserves the right to enter the Licensees apartment under the following conditions:

- **Emergency Maintenance**: In the event of an emergency, authorized Housing staff will enter the Assigned Unit without notice. A hangtag will be left in the Assigned Unit to let Licensee know that Housing staff was inside. Examples of emergency situations include, but are not limited to: burst water pipes, water leaks, smoke, fire or suspected fire, and other situations that threatens property or people.
- **Requested Maintenance**: Housing maintenance staff will enter the Assigned Unit to complete requested repairs typically within 12 hours of the request. It is not necessary for Licensee to be home for the maintenance staff to complete a requested repair. We do not make appointments to complete repairs. If Licensee is not at home maintenance will leave a hangtag to let Licensee know that they have been inside.
- **Routine and Preventative Maintenance**: The Housing Office will notify Licensees' forty-eight hours in advance of maintenance work to be performed; fire and life safety equipment inspections, and/or any other necessary work or repairs. Notice will be sent via email.
- **Pest Control**: The Assigned Unit will be treated for pests once each month. The official Pest Control Schedule can be found on the Graduate and Family Housing web page in the Resident Information Folder. This is the only advance notice residents will receive.

## ***LOCK OUT SERVICE***

Should a Licensee, Family Member, or Guest be locked out of the Assigned Unit, they must contact FIXIT (323-4948) to have the door unlocked. FIXIT will send the Resident Manager, Housing Office staff, or anyone working for Graduate and Family Housing at the time of the lock out. The person locked out must provide a form of photo identification, and must be a verifiable Licensee, Family Member, or Guest on file with the Housing Office.

Cost: (1) during regular business hours, Monday-Friday 8:00am-4:30pm, this service is provided at no cost to the Licensee if provided by Housing staff UNLESS it is a Flagrant Lock Out (as defined below), and (2) afterhours, there is no cost for this service if provided by a Resident Manager, UNLESS it is a Flagrant Lock Out.

A Flagrant Lock Out is defined as three or more requests for lock out service. All requests for lock out service beginning with the fourth request will be billed as a chargeable service at a minimum of \$90.00.

## ***CONDUCT***

Graduate and Family Housing strives to provide a safe, diverse, and discrimination-free community for all Licensees, their Family Members and Guests. Rules have been established to govern the behavior of Licensees, Family Members and their Guests so that everyone can enjoy living in our communities. The University will not tolerate physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Residents will be expected to resolve personal disputes between themselves and their neighbor. If both parties are unable to resolve the conflict each will need to write the Housing Manager for dispute remediation. The University will NOT tolerate retaliation, either directly or indirectly, against any individual involved in a conduct proceeding. Licensees, Family Members, and Guests are expected to comply with the rules and regulations contained in this Handbook, the University Code of Student Conduct, and the University Ethical Principles and Code of Conduct. Licensees, Family Members, and Guests will be expected to comply with directions of University officials or law enforcement officers acting in performance of their duties. *Licensors reserves the right to update rules and regulations by notifying Licensees in writing.*

## **CODE OF STUDENT CONDUCT**

All students living in Graduate and Family Housing are subject to the [University Code of Student Conduct](#). Additionally, Bluegrass Community and Technical College (“BCTC”) students living in Graduate and Family Housing are also subject to the [BCTC Code of Student Conduct](#).

## **ETHICAL PRINCIPLES AND CODE OF CONDUCT**

All Licensees living in Graduate and Family Housing are subject to the [University Ethics and Code of Conduct](#). Exemplary ethical conduct is critically important in our relationships with colleagues, trustees, students, volunteers, contractors, Guests, and the public. Further, this statement reflects the values of the University.

## **VIOLATION NOTICES**

If a Licensee is in non-compliance of the License Agreement, policies, regulations, or procedures a Graduate Housing staff member or employee of a Business Partner can issue a Violation Notice. The Violation Notice will be documented in the Licensee’s file. Violation Notices can and will be used as follows: 1) to approve or deny a transfer to another Residential Facility within Graduate and Family Housing; 2) to begin a cleaning inspection process in an Assigned Unit not in compliance with Community Cleaning Standards; 3) to begin a fourteen-day Notice to Cure and eviction proceedings; 4) to provide rental history information requested by agencies within or outside the University; 5) other uses at the discretion of the Housing Office Manager.



## **VIOLATION FINES**

Fines are charged to a Licensee if Licensee, Licensee’s Family Member or Licensee’s Guest willfully or negligently violates any policy contained within the License Agreement or in this Handbook. It is the Licensee’s responsibility to thoroughly read and understand the License and Licensee Handbook. In addition, Licensee must relay information contained herein to Family Members and/or Guests. Fines are to be paid with the monthly rent and will result in a late fee if not paid on time.

## ***EVICTION PROCEDURES***

The Licensor retains unilateral right to terminate this License for the breach of any terms or conditions by Licensee, Family Members, or Guests, or for any other reason that the Licensor, in its sole discretion, deems to be good cause. In the event the Licensor cancels the License for any reason, if the Licensee fails to vacate the Assigned Unit by the end of the Eviction Notice, the Licensor may regain possession of the Assigned Unit by changing the door locks or denying access to the building. The Licensor reserves the right to enter the Assigned Unit on the eighth day to determine whether the Licensee, Family Members, and/or Guests have vacated the premises. If all occupants have not vacated the premises, Licensor will change the door and mailbox locks and contact the University Police Department.

Personal belongings left in the Assigned Unit at the end of the specified date will be considered abandoned. The Licensee may claim personal belongings within five (5) business day but only by appointment with the Housing Office. Unclaimed personal property will be subject to disposal. The Licensor also expressly reserves the right to pursue penalty fees, charges, and labor costs involved in such circumstances.

## PROVIDED SERVICES

### ***MAINTENANCE AND REPAIRS***

Licensee and members of the Family Unit are responsible for reporting maintenance needs. Issues must be reported when first noticed to ensure that a small problem does not become an emergency. Please note; *maintenance workers are not permitted to remove their shoes while performing their job duties.*

Report all maintenance needs as soon as possible to prevent any delays in service. Licensee is responsible for reporting all appliance repair needs as well. Licensee may be financially responsible for damages caused by not reporting problems in a timely manner.

**EMERGENCY** Work Order requests must be reported by calling FIXIT. Contact FIXIT (3-4948) from an on-campus telephone line or call 859-323-4948 from a cell phone or an off-campus telephone line. Only non-emergency requests should be sent via the [FIXIT](#) web page.

The types of requests that are considered emergencies include: plumbing stop-ups, major leaks, electrical outages, fire, smoke, safety hazard, door locks, broken windows, refrigerator or freezer quits cooling, and lack of heat or air conditioning.

**ROUTINE** (non-emergency) Work Order requests (general maintenance, pest control, appliances, etc.) may be submitted via [FIXIT](#), by writing [fixit@uky.edu](mailto:fixit@uky.edu) or by calling or texting 859.323.4948.

**FIXIT is staffed twenty-four hours a day, seven days a week including official University holidays and emergency closings.**

### ***PEST INSPECTION AND CONTROL***



Graduate and Family Housing provides pest inspection and treatment on a routine basis to all Residential Facilities. Residential Facilities are inspected and treated every month. Please notify the housing office if a medical problem exists. A special treatment time will be arranged. Access to the Assigned Unit must be granted for treatment unless a prior medical exception has been filed.

Treating will not eliminate pests unless the Assigned Unit is kept clean, free of trash and clutter, and all food is stored in airtight containers. Licensee and Family Members are responsible for maintaining the cleanliness of the Assigned Unit and to dispose of trash promptly and properly. The pest control staff and maintenance staff will report units that do not adhere to Graduate and Family Housing cleanliness standards, fire safety violations, decorations violations, pest control guideline violations, and all other violations of Graduate and Family Housing policy. The cleaning standards are outlined in the “Cleaning Standards and Procedures” section of this Handbook. Licensee will be notified when their Assigned Unit is in violation and will be given a specified period of time during which the Assigned Unit must either be cleaned or the violation corrected. The Assigned Unit will be re-inspected. Licensees who refuse to adhere to cleanliness standards or other Graduate and Family Housing policies will be subject to eviction upon obtaining a written notice of their violation(s). The [Pest Control](#) schedule is located online only. No other form of notice will be provided for routine [Pest Control](#). Pest Control Technicians are not permitted to remove their shoes while working. If you need pest control in between the monthly treatments, please contact Fixit to request a visit from our pest control business partner.

**What should a resident do if they think they have a pest problem?** Pest Control is performed at no charge on a monthly basis. However, residents should immediately contact FIXIT (3-4948) or 859-323-4948 to report their pests outside of these monthly visits; FIXIT will contact Pest Control to schedule a pest inspection. Residents do not need to be home for this inspection, but it would be helpful if they were.

**What is the Pest Control Tech's response time?** If a pest inspection request is made between 8 a.m. and 6 p.m., the Pest Control Technician will generally perform the pest inspection within two-four hours of the request being made. If the request is made after hours the Pest Control Technician will perform the pest inspection the following day between 8 a.m. and 4 p.m.

**Are the materials used to treat pests harmful to humans?** The safety of residents is our primary concern. The goal is to eliminate pests with products that are the least hazardous yet most effective.

**What should residents do?** Should you have pests, it is very important that you closely follow all instructions and advice that the Pest Control Technician offers.

**What should residents not do?** Although pests can be annoying, they can be managed safely and successfully. Remember to contact FIXIT (3-4948) or 859-323-4948 any time you suspect you have a pest problem. Do not attempt to apply pesticide products on your own; instead call FIXIT to request a pest inspection.

## ***GARBAGE PICK UP***

Dumpsters and recycle bins are provided in all Residential Facilities where waste may be disposed of or recycled. Dispose of garbage promptly in appropriate container to avoid pest problems.

- Trash must not be left sitting outside Licensee's Assigned Unit.
- Do NOT leave garbage in hallways, stairwells or other public areas.
- Do NOT dispose of household trash in public trash containers in community spaces.
- Trash must not be placed on the ground outside the containers.
- Pest Control cannot control the pest population if trash is allowed to accumulate inside the Assigned Unit.

## ***RECYCLING***

Graduate and Family Housing encourages residents to participate in [Recycling](#). Paper, plastics, aluminum and tin cans, cardboard, and other materials can be recycled. Licensee is responsible for putting recyclable items in the proper container. These containers are located near trash dumpsters.



Certain items cannot be placed in the [Recycle](#) bins. These items include, but are not limited to: plastic shopping bags, compact fluorescent bulbs, batteries, and printer cartridges.

- Plastic shopping bags can be taken to the grocer where a special recycle bin is set up.
- Compact fluorescent bulbs are considered hazardous waste and must be disposed of in accordance with University policy. If a CFL bulb breaks, remove all persons from the room, taking care not to walk through any broken glass or pieces from the bulb, close the door to the room, as soon as possible notify FIXIT at 323-4948. Remain out of the room until clean-up has been completed. Please visit the [Compact Fluorescent Bulb](#) brochure to learn more about these bulbs.
- The Housing Office has battery recycle containers for both chargeable and non-chargeable batteries.

## ***UTILITIES***

The Licensor agrees to supply utilities at no additional cost to the Licensee but will not be held liable for the failure to do so. Utilities provided; electric, water and sewer, and heat and air conditioning.

Licensees should make every effort to conserve these services. We trust everyone is interested in conserving our natural resources and doing what is best for our planet. Additionally, utility costs figure into our budget and can contribute to future rent increases.

NOTE: in Shawneetown and 625 S. Limestone, heat and air conditioning (AC) cannot be provided at the same time. In these areas, heat will be provided from approximately October 1 through May 1. Graduate and Family Housing will monitor weather conditions, once the temperatures are stable, will make the switch from heat to AC or AC to heat.

### ***TELEPHONE SERVICE***

Graduate and Family Housing does not provide landline telephone services. Licensees may establish a billing account with UK Communications and Network Systems (“CNS) to acquire their landline service. CNS may be reached at 859-218-HELP (4357).

### ***INTERNET***

Wireless and wired Internet service is provided at no extra charge. The Licensee will not be held liable for the failure to provide these additional services.

For support in connecting to these services, you can reach the provider via the contact information affixed to the equipment the Assigned Unit.

### ***CABLE TELEVISION***

Basic cable television service is provided at no extra. Support for cable service should be directed to the contact information provided on the equipment in the Assigned Unit. The Licensee will not be held liable for the failure to provide these additional services.



### ***BULLETIN BOARDS***

Bulletin boards are provided in various locations throughout the communities for Licensee’s to use. Licensees may post notices on the bulletin boards. All notices must be dated, undated items will be removed. Do NOT post notices on walls; tape, staples, and other adhesives will damage the wall surface. All notices that are found posted to a wall will be removed and the responsible Licensee will be required to pay damage charges.

### ***COMMUNITY ROOMS***

Graduate and Family Housing provides community rooms for Licensees to use for social events. The community room in Shawneetown D building may be used by Greg Page and Shawneetown residents for meetings or social functions. The room must be reserved, in advance, by completing a Graduate & Family Housing Community Room Agreement form in the Housing Office; a key is required to open the door. Any individual who reserves the community room must be eighteen years of age and older. If a Family Member makes the reservation, they must be listed on the housing License Agreement. Licensee will be charged for a lock change if the community room key is not returned. The community room must be cleaned after use. The room will be inspected after the key is returned to the Housing Office. Licensee will be charged if the community room is not cleaned. Licensee will be charged for any damages to the community room, furnishings or equipment that occurs while using the community room.

A community room is available for residents living in LTS (625 S. Limestone and 633 Maxwellton Court); this room is located in the basement of Building 200. Roselle Hall offers a community room which is located on the first floor. Residents do not have to reserve these rooms.

#### **Community Room Rules:**

- Alcoholic beverages are NOT allowed.
- Tobacco products are NOT allowed.
- Licensee is responsible for the behavior of Guests.
- Licensee is responsible for ensuring “Quiet Hours” are observed by all Guests.

### ***SOCIAL MEDIA - Facebook***

The Housing Office will post important notices, information, and news on the Facebook page. Residents may also communicate information with each other and with the Housing Office. Please visit and like the Graduate and Family Housing [Facebook](#) page.

### ***PLAY AND RECREATION AREAS***



Parents or caregivers are responsible for the supervision of children at all times. Children should not be allowed to play or run in the streets or around parked vehicles. We want children to enjoy playing, however, please play safely and be respectful of other residents' property. Children should only play on Graduate and Family properties.

Be courteous when using recreation areas and clean up any trash and pick up toys when finished playing, eating, or socializing.



### ***STORAGE FACILITIES***

Graduate and Family Housing does not provide storage facilities. All personal belongings must be stored inside the Assigned Unit or resident can make alternate arrangements with an off-campus storage facility. Personal belongings may not be stored outdoors.



## SAFETY POLICIES AND REGULATIONS

### ***FIRE SAFETY POLICY***



Each Residential Facility has an evacuation plan in the event of a fire. Please consult the back of your door for information concerning the nearest exit.

If a Licensee, Family Member or Guest smells smoke or sees a fire immediately evacuate the building. Once all occupants have vacated the premises call UKPD from a cell phone by dialing #8573. This will connect directly to the UKPD Dispatcher on duty. If you dial 911 you will be connected to the Lexington-Fayette County Dispatcher, be sure to tell them you are on University property. Always call emergency services from a telephone located a safe distance away from the site of the fire.

- Do NOT attempt to extinguish an electrical or grease fire with water!
- Every kitchen is provided with a fire extinguisher. Only use the fire extinguisher if comfortable doing so. If you use the fire extinguisher be sure to let the Housing Office know so that the extinguisher can be refilled or replaced.
- Licensees who have a roommate, Family Member or Guests, should designate an outside meeting place in the event of fire evacuation to ensure all occupants are accounted for during this type of emergency.
- Do **NOT re-enter** the Assigned Unit until authorized to do so by the Fire Department, Police Department, or a Housing official.

Fire drills and false alarms are indistinguishable from real fire alarms therefore, **ALL** occupants **MUST** evacuate the building **immediately** whenever an alarm sounds and may not re-enter until the all-clear signal is given. Licensee will be fined for failing to comply with this directive.

### **Smoke Detectors**

The University conducts periodic inspections of smoke detectors. Between inspection periods, Licensee must report any smoke detector malfunctions (such as a chirping noise) to FIXIT (323-4948) so that maintenance can correct the problem. Do NOT remove or tamper with smoke detectors. Licensee is strictly prohibited from disarming, removing from the wall, or otherwise tampering with smoke detectors. Licensees can be cited by the Fire Department and will be fined by Management if the smoke detector is removed or damaged. A reinstallation charge plus the cost of replacement equipment will be assessed as well. Licensee is strictly prohibited from covering the smoke detector in an effort to block smoke from reaching the smoke detector, causing the alarm to fail.



### **GREG PAGE and 633 MAXWELTON COURT LICENSEES ONLY:**

In Greg Page and 633 Maxwelton Court properties, Licensees are required to perform a monthly self-test on their smoke detectors. Between self-tests, Licensee must report any smoke detector malfunctions (such as a chirping noise) to [FIXIT](http://www.fixit.com) (323-4948) so that maintenance can correct the problem.

### **Fire Suppression Systems**

Some Residential Facilities are equipped with fire suppression systems in addition to the smoke detectors. It is imperative that the sprinkler heads are not damaged in any way, either by accident or vandalism. Do not hang anything on sprinkler heads or pipes. Vandalism or abuse of fire suppression equipment by Licensee, Family Members or Guests will result in Licensee being assessed a fine. Licensee must report any noticeable damage to sprinkler heads or any other fire prevention equipment to FIXIT (323-4948). Licensees sign a Fire Suppression Agreement that provides information on the Assigned Unit covered by their License.





## Fire Extinguishers

Fire extinguishers are provided in the kitchens in all Residential Facilities. IF Licensee is unsure of how to use the fire extinguisher, Licensee is responsible for requesting training on the proper use. To learn how to use the fire extinguisher, contact the Fire Marshal's office at (859) 218-1680.

## Miscellaneous Fire Safety Policies

Licensee must practice proper fire safety measures, for example; never leave cooking food unattended, never set combustible objects on the stove, never ignite candles, incense or other flammable objects.


- A minimum \$90.00 fine will be charged to a Licensee who causes a smoke alarm to sound due to smoke or fire caused by negligence. Negligence includes any violation of the University Fire Safety Guidelines, the Tobacco-free policy or the University Decorations Policy.
- If the Fire Marshal determines the cause was negligence on the part of the Licensee, Family Member, or Guest, Licensee will be held liable for charges as a result of fire or smoke damage to the Assigned Unit, its contents, as well as damage to surrounding units.
- Excessive clutter in the Assigned Unit or in the path of egress is considered a fire hazard. Stairwells, hallways, doorways, and exterior walkways (means of egress and ingress) cannot be used for any purpose other than entering or leaving the Assigned Unit. Bicycles, grills, trash, plants, boxes, toys, furniture, bikes, or other personal items must not block these areas. Licensor reserves the right to remove these items if Licensee refuses to do so.

## Prohibited Items

Certain items are prohibited in all Residential Facilities. If found during fire and safety inspections, University officials will require Licensee to remove all prohibited items including *but not limited to*:

- Portable heaters
- Space heaters
- Combustible liquids and other materials
- Candles
- Tobacco paraphernalia
- Hookahs
- Incense and incense burners
- Halogen lamps and lights
- Power tools
- Camping stoves
- Sunlamps
- Bicycles

## Approved Items

All electrical appliances must be UL-listed  for their intended use. Appliance cords serving appliances must be in good condition. Coffee pots, electric blankets, fans, computer equipment, televisions, DVD players, stereo and gaming equipment, hairdryers, refrigerators and microwave ovens are permitted. Microwaves must be plugged directly into a wall outlet. Extension cords are NOT permitted, surge protectors are permitted for sensitive equipment.

Licensees are encouraged to make reasonable additions to their living space to make it more comfortable and to personalize their Assigned Unit, however, they must understand that the use of multiple electrical appliances in a room may put a strain on the building's electrical system. Overloading these systems can present safety hazards. Licensees are asked to limit their use of electrical appliances at one time in order to avoid overloads. A Licensee may be required to remove any appliance from a Assigned Unit if it causes repeated problems with a Residential Facility's electrical systems or presents a safety hazard.

## Electrical Issues

Electrical equipment must be maintained and used in a safe manner.

- Extension cords are strictly prohibited.
- Surge protectors that are grounded and have a built-in 15-amp circuit protection



may be used. Surge protectors must be UL listed and must be plugged directly into an outlet and may not be plugged into each other.

- The cord must NOT run under the carpet, through walls, under doors, or any other place that would subject it to physical damage. Damaged cords must be discarded.
- Multi-plug adapters are strictly prohibited.
- Air-freshener plug-ins (i.e. Glade™ plug-ins) with a built-in plug may not be used.
- Small appliances such as clothing irons, electric rollers, curling irons, etc., must be turned OFF before leaving the room.
- Hazardous conditions arising from defective, or improperly used appliances must be corrected immediately.

### ***FIRE PREVENTION AND SAFETY GUIDELINES***

Safety is of primary concern in the Graduate and Family Housing community and requires a cooperative effort from all those who live in and work in the community. At their discretion, the University Fire Marshal may remove or request removal of illegal items, close an Assigned Unit, cut power to an appliance or recommend Licensee be evicted if **the following rules are not observed at all times:**

- Licensee, Family Members, or Guests do not evacuate during a fire alarm.  
Fire-rated stairwell and corridor doors which are self-closing and self-latching are found propped open.
- Stairwells, corridors, and passageways are obstructed or blocked.
- Candles, incense, open flame, coal, and halogen bulbs are found inside the Assigned Unit.
- Food is left unattended while cooking on the stove or in the oven.
- Bicycles and motorized equipment, except those authorized for use by students with disabilities are found inside the Assigned Unit.
- Smoke alarms, emergency lighting, or exit signs have been tampered with or are damaged.
- Grease build-up is found on stoves and stove burners.
- Flammable liquids, such as gasoline, paint thinner, charcoal lighter fluid, propane gas, etc., are found inside the Assigned Unit.
- Children playing with matches or lighters.

### **Fire Alarm Pull Stations**

- Fire alarm pull stations are located in public areas and look like this:



- Fire alarm pull stations are used to set off an alarm in the event of a fire or smell of smoke. The pull stations are to be used ONLY in the event of fire or smoke. Licensee's Family Members should be taught how to use the fire alarm pull stations. Children must be taught to NEVER play with the fire alarm pull stations.
- Licensee will be assessed a \$50.00 fine if it is determined that the fire alarm pull station was activated by Licensee, a Family Member or Guest for any reason other than a true emergency.

### **Residential Facilities**

- Rooms may NOT be subdivided with partitions.
- Beds must NOT be enclosed in any manner.
- Elevated beds such as bunk beds or lofted beds which are not provided by the University are strictly prohibited. Where the University provides bunk or lofted beds, Licensee shall not place any item (i.e. refrigerators, microwaves, couches, storage, etc.) under the beds. Only a University-provided study desk is permitted beneath an elevated bed. The maximum height allowed for a bed is 66 inches from the floor to the top of the mattress.
- The number of pieces of furniture must be appropriate to the size of the room. Furniture must NOT block access to any interior or exterior doors.

## ***APPLIANCE USE AND CARE***

Licensors may provide appliances, such as a cook range and a refrigerator. These appliances cannot be removed from the apartment. Licensee is responsible for the proper use and care of all furnished appliances. Licensee is responsible for cleaning all furnished appliances after each use. Licensee may purchase certain small appliances, such as microwaves, crockpots, and toaster ovens. Unless provided by Licensors, washing machines, dryers, deep freezers and other large appliances are **not** permitted. Licensee **will** be subject to fines or eviction if unauthorized appliances are discovered in the Assigned Unit.

### **Cook Stove and Oven**

- Use cooking equipment safely. Licensee is responsible for all damages that may occur as a result of a fire or leaving cooking items unattended.
  - ***Never*** leave the Assigned Unit while cooking.
  - ***Always*** make sure the stove and oven are turned off before leaving the apartment.
  - ***Never*** put any kind of paper or cloth products on the stove.
  - ***Never*** leave children alone in the kitchen when cooking.
- The use of foil, plastic wrap, paper or other material to cover the cook stove, the bottom of the oven or oven racks, and the wall behind or surrounding the range is strictly ***prohibited***. These items prevent proper ventilation and can cause a fire.
- Grease or food buildup is considered a fire hazard by the UK Fire Marshal. Buildup of food and grease may result in removal of stove and can also draw pests.
- The range hood filter must be cleaned regularly.
- Licensees are responsible for cleaning the inside of the oven on a regular basis. Spills inside the oven must be cleaned up immediately as spills can be a fire hazard. Always use a product approved for cleaning the oven.



### **Refrigerator**



- The refrigerator should be wiped down – inside and out – on a regular basis. Do NOT use a scrubbing pad on the exterior of the refrigerator, this will damage the surface.
- All spoiled food products should be disposed of in an outside receptacle immediately.
- The refrigerator should be kept closed except when adding or removing items. If left open the refrigerator will lose cold air and food will spoil. It is especially important to keep the refrigerator closed if the electric power goes out or the refrigerator or freezer stops working properly. Should this happen, contact FIXIT.
- Do **NOT** overfill your freezer or refrigerator and block the inside air vents. This will prevent proper air circulation causing the freezer and refrigerator to not work properly and may result in spoiled food.

## ***DRAINS AND PLUMBING SYSTEMS***

All plumbing stoppages must be reported to FIXIT for Housing maintenance staff to handle. Never use commercial drain products. Licensee may use a plunger to clear toilet stoppages. Proper drain care is the responsibility of Licensee, members of the Family Unit, and their Guests. Improper drain usage may result in fines being charged to the Licensee.

Proper use of drains and plumbing system include the following.

- **NEVER** pour cooking grease, fats, oils, and food items like rice into the sink, toilet, or tub. Put these items in the trash.

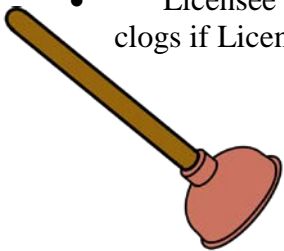


- Do **NOT** remove tub or sink “stoppers” or covers. These devices prevent debris from going into the drain. All clogs caused by the removal of these items will be charged to the Licensee.

- **ONLY** use toilet paper in the toilet, do **NOT** attempt to flush foreign items down the commode such as disposable diapers, paper towels, feminine hygiene products, etc. Clogs caused by anything other than toilet paper will be charged to the Licensee.

- The use of drain cleaners is strictly prohibited. The Licensee will be financially responsible for damage to plumbing equipment and drain lines caused by the use of drain cleaners.

- Licensee must contact FIXIT (323-4948) for all sink clogs or toilet clogs if Licensee is not able to clear clog with a plunger.





## MISCELLANEOUS PROVISIONS

### ***QUIET POLICY***

Noise must be kept to a minimum level at all times. “Quiet Time” is observed between the hours of 7:00 p.m. and 7:00 a.m. seven days a week so that Licensees can study, relax and sleep. During these hours Licensees are expected to confine noise levels to their apartment. Stereo and television equipment must be operated so that the noise is not audible outside the Assigned Unit. If others (i.e. neighbors) request Licensee to be quiet, Licensees are expected to comply. Licensee is responsible for ensuring Family Members and Guests adhere to this policy as well.

Quiet Time is particularly important when Licensees are preparing for final exams. All Licensees are expected to observe a twenty-four-hour Quiet Time beginning the week before finals and continuing until final exams are complete. Licensees will receive notification if they are violating this policy. Continued violation of the Quiet Policy will result in disciplinary action and may subject Licensee to eviction. Licensees are also subject to local laws regarding acceptable noise levels.

### ***FURNITURE***

Visit the Graduate and Family Housing web site for a complete list of furniture items in each Residential Facility and a more complete explanation of the [Furniture Policy](#).

Furniture is provided in most Residential Facilities at no additional costs. The furniture setup is different in each Residential Facility and in each unit type. These furniture setups are standard and will not be modified except as follows:

- Adding or removing a roommate.
- A change in marital status.
- A request to remove a bed or beds only.
- A request to remove all furniture.

Licensee will be assessed a charge when making a request to change the furniture setup in accordance with this policy.

Licensee is responsible for caring for the furniture while it is in use. Licensee will be charged for damages if Licensee, Family Members, or Guests misuse the furniture. Never set furniture outdoors. Licensee will also be charged for damages or replacement caused by leaving furniture outdoors. Licensee must report any need for repairs in a timely manner. Failure to report needed repairs may result in financial liability.

### ***LAUNDRY FACILITIES***

Graduate and Family Housing provides modern laundry facilities. Informational signs with instructions, tips and tricks are posted in each laundry room.

- Shawneetown has laundry facilities in each building.
- Greg Page has a central laundry facility located between buildings seven (7) and eight (8).
- The apartments located at LTS (631 S. Limestone) have a central facility in building 200.
- Roselle Hall has laundry rooms located on each floor and include an ice machine.
- Do NOT prop laundry room doors open. Licensee will be assessed a fine if they are found propping doors open.





- Graduate and Family Housing provides some clotheslines in Greg Page and Shawneetown for those who prefer to air-dry clothes. The clotheslines are ONLY to be used for hanging clothing items. *Graduate and Family Housing is not responsible for items that are taken from clotheslines.*
- Washers and dryers require the use of a credit or debit card or the CSCPay mobile app to operate the laundry equipment in all facilities.
- Licensee is responsible for reporting equipment malfunctions to FIXIT (323-4948).
- Requests for refunds due to a malfunctioning machine are to be made through FIXIT (323-4948). FIXIT staff will take your information along with the machine license plate # to submit a laundry refund request form.
- Licensees, Family Members, and Guests are responsible for the proper use of the laundry equipment. All users should read the posted instructions in the laundry room before using the equipment.
- Do NOT overload the washers. They will not clean properly if they are overloaded. Do NOT overload the dryers. Clothing will not dry properly and may possibly catch fire. Always empty dryer lint trap before starting dryer.
- Refer to the manufacturer's recommendations regarding the use of detergents, softeners, and bleach. Our machines require the use of HE (High Efficiency) detergent. Do NOT add more soap than the manufacturer recommends. *The washer may overflow if too much soap is used.* Laundry soap pods must go directly into the washing machine NOT the detergent tray, typical use is 2 pods per load.
- Laundry facilities are to be used only for cleaning laundry. Other social activities are not permitted.
- Do NOT allow children to play in the laundry room. Licensee will be held financially responsible for any damages caused by their children.
- The University is not responsible for personal items left unattended in laundry facilities.
- Licensees, Family Members, and Guests are expected to exercise common courtesy in using laundry facilities.
- Licensees may download CSCPay mobile app to know exactly when a wash or dry cycle is complete. *When a laundry cycle is complete and clothing is left unattended in a machine, the clothing may be removed by another user.* Laundry removed from a machine must be placed on a folding table.
- Do not monopolize the machines. If Licensee needs to use more than two machines at a time, Licensee must do so at a time when the laundry facility is not busy.
- Licensees must take their clothing with them when they leave the laundry room. Items left over twenty-four hours will be disposed of.
- Report any spills to FIXIT (323-4948) immediately to avoid any potential accidents.
- Do not dye clothes in the washing machines.
- Do not put rubber or plastic in the dryer.
- Remember to check your pockets and remove money, paper, gum, lipstick or chapstick, tissues, etc.
- The laundry facilities are for Licensees, Family Members, and Guests only. Report any violations to the Housing Office.

## **PETS**

With the exception of approved service or support animals, pets are NOT allowed in Graduate and Family Housing units, *even on a temporary basis*. The term "pet" includes, but is not limited to: dogs, cats, rodents, reptiles, large fish aquariums, birds, tarantulas and other creatures. The presence of an unauthorized animal/pet *or evidence thereof* is a violation of the License and Licensee will be charged a \$75.00 pet treatment charge and may be subject to further disciplinary procedures up to and including eviction.

## **Service Animal**

"Service animal" means any dog\* that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and which meets the definition of "service animal" under the Americans with Disabilities Act (ADA) regulations at 28 CFR 35.104. The work or tasks performed by a service animal must be directly related to the individual's disability. Service Animal also includes a dog in training as described in KRS 258.500. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

## **Support Animal**

“Support animal” means an animal that provides therapeutic benefit(s) to their owner through support and companionship to help alleviate symptoms associated with a mental or emotional disability.

To have a service or support animal approved, Licensee must submit a request to the UK Disability Resource Center, <https://www.uky.edu/DisabilityResourceCenter/content/services> or call 859-257-2754. Licensee will be required to provide medical or other documentation when an animal is required to live with the Licensee or Family Member. Licensee must provide written approval to Housing Office before bringing a service or support animal to the Assigned Unit. Licensee agrees to abide by all University policies as well as local and state laws that apply to pets including but not limited to: leash laws and laws that require pet owners to clean up pet wastes. ***Licensee agrees to accept financial responsibility for any and all damages to the Assigned Unit or its contents caused by the service or assistance animal.***

## **SMOKING AND USE OF OTHER TOBACCO PRODUCTS**

The University of Kentucky has a [Tobacco Policy](#), [Administrative Regulation 6.5](#) that prohibits tobacco products on or in property owned and/or operated by the University of Kentucky anywhere on campus. Tobacco products include, however, are not limited to cigarettes, e-cigs, vaping, hookahs, cigars, chewing tobacco, and snuff. This policy is applicable to all Licensees, Family Members, and Guests. **The use of tobacco products will subject Licensee to a fine, disciplinary procedures, and/or eviction.** Violation of this regulation may also result in corrective action under the Student Code of Conduct and probable eviction from the Assigned Unit. Report violators of this policy to the Housing Office and to [reporttfviolation@uky.edu](mailto:reporttfviolation@uky.edu). In addition, a substantial Smoke Remediation fine will be assessed to the housing account when the Assigned Unit is vacated.



## **SHOES**

While we understand that some cultures do not believe in wearing shoes inside the home, all University staff members, ***are required*** by law, to wear shoes during working hours. While we respect the cultural differences of our Licensees and Family Members, University staff are not permitted to enter Assigned Units without wearing shoes. Shoes are considered PPE (Personal Protective Equipment) by OSHA (Occupational Safety and Health Standards) in the US. Licensees may choose to put down newspaper, plastic, or towels for staff to walk on while they are working in the Assigned Unit or may provide disposable booties for the staff to put on over their shoes. Licensee is responsible for removing whatever material they put on the floor after the work is complete and to wash or dispose of the material properly.

Licensees who do not wear shoes inside their Assigned Unit should not store shoes outside the Assigned Unit as this poses a Fire Safety issue in the event of fire or other emergency situations. If a Licensee disregards this instruction and leaves shoes outside the door, the University is not liable for damaged, lost or stolen shoes.

## **WEAPONS**

The University of Kentucky has a Deadly Weapons Policy, [Administrative Regulation 6:6](#), that prohibits deadly weapons on or in property owned and/or operated by the University which includes all Residential Facilities. Therefore, deadly weapons are prohibited and are not permitted inside or outside Assigned Units. Possession of deadly weapons will subject Licensee to fines, disciplinary procedures through the Office of Student Conduct or UK Police Department, and eviction from Assigned Unit.

## **RENTER'S INSURANCE**

In order to ensure personal safety and to assure the safekeeping of personal property, the Assigned Unit should always be kept locked, especially when unoccupied. Licensees should obtain private renter's insurance coverage for their belongings.

- The University does not assume responsibility for lost or stolen personal property.

- The University does not assume responsibility for any type of facility related damage to personal property.
- The University will assume damage to personal belongings if one of the University's agents is negligent and the negligence caused the damage.

### ***AUTOMOBILE INSURANCE***

Kentucky law requires all automobiles be insured. Licensees are responsible for ensuring their automobiles are licensed and insured. The University is not responsible for damage to your vehicle while parked or being driven on University property.

### ***SELLING & SOLICITING***

Door-to-door sales or solicitation in Graduate and Family Housing is strictly prohibited. Sales are defined as any effort to offer a product or service in return for money, goods, or other services. Solicitation is defined as any effort to ask for donations or contributions of money, goods, or services or petition for a cause. If anyone is found selling or soliciting on the grounds or in a Residential Facility, contact the UK Police Department to escort the person(s) off campus.

Residential Facilities are to be used solely for residential purposes. Licensee, members of the Family Unit, or their Guests are prohibited from operating businesses out of their Assigned Unit or to publicly list Residential Facility unit numbers or phone numbers in commercial ads or other business announcements.

# UPKEEP OF FACILITIES AND ASSIGNED UNIT

## COMMUNITY CLEANING STANDARDS

Graduate and Family Housing only provides custodial service in common areas (see section on Common Areas). Licensee is responsible for maintaining Assigned Unit in accordance with the guidelines specified in this Handbook. Licensee will be notified whenever their Assigned Units does not meet cleanliness guidelines and will be given a specific time period during which the Assigned Unit must be cleaned to standards. The Assigned Unit should always be kept reasonably clean and neat. Garbage should not be allowed to accumulate inside the Assigned Unit, on balconies, on patios, or anywhere else outside the apartment. Food should be kept in air-tight containers, no open bags.

Repeated cleanliness violations will subject the Licensee to disciplinary action up to and including eviction. The Licensee is financially responsible for any charges incurred due to the violation of these regulations. Specific cleaning requirements and tips are as follows:

### Air Conditioning and Heat Grill and Wall Vents

The grills on the air-conditioning and heating units must be cleaned regularly in addition to the wall and ceiling vents. Licensee should wipe them with a damp rag once a month. The HVAC system will not function properly if the grills are covered with dust or grease.



### Bathroom

The bathtub, sink, toilet, and wall should be cleaned with a bathroom commercial cleaner at least weekly. Do not allow filth, mildew, or calcified water to buildup. This will require extra cleaning and result in a heavy charge at move-out. Always make sure the shower curtain is inside the tub to prevent water from getting on the bathroom floor and causing damage to the floor or leaks. Never allow sinks or the tub to overflow.

### Carpet

Graduate and Family Housing shampoos all carpets in the Assigned Unit before the Licensee moves in. Licensees are responsible for shampooing the carpet, as needed, while occupying the Assigned Unit. Carpet shampoo machines can be rented at local grocery or home stores. The carpet should be vacuumed regularly to prevent dirt from becoming ground into the carpet and to extend the life of the carpet. High traffic areas should be shampooed more often. Spills must be cleaned up immediately.



### Common Areas

Common areas include hallways, stairways, mailrooms, laundry rooms, community rooms, grounds and other areas used by Graduate and Family Housing residents. Licensees are responsible for the proper use of all common areas by Licensee, Family Members and their Guests. Licensees are responsible for cleanup after using a common area. Do not dispose of trash in common areas, take to the appropriate dumpster. Licensee activities, including but not limited to parties, must be conducted in a way that respects your neighbors. They must not be held late at night (inside or outside). The noise level must be kept to a minimum and must **NOT** violate the Quiet Policy (see Quiet Policy section). Children are not allowed to play in common areas such as hallways, stairways, mailrooms, and the laundry room. *Toys must not be left on grassy areas as this impedes mowing.* Items damaged by mowing equipment will not be replaced.

### Cooking

Some cooking styles involve an open-faced pot (like a Wok) that causes lots of grease to splatter. Be sure to clean the cooking area, cabinets, and floors thoroughly if you use this type of appliance.

## ***WINDOWS, BLINDS, AND SCREENS***

Windows must remain **CLOSED** when the heat or the air conditioning systems are in use. These systems will not function properly with the windows open. Licensee will be charged for any service request stating that their heating or cooling system is not working properly when it is determined that an open window(s) necessitated the request. Window unit air conditioners (except where supplied by Graduate and Family Housing) are not permitted and will be removed. Licensees who violate this policy will be subject to a fine.

Windows, window screens and blinds must not be removed or damaged. Licensee is responsible for costs incurred due to window breakage, damage to screens, or damage to blinds. Blinds should be operated carefully; do not bend or break the slats. Do **NOT** allow children to play with the blinds. The cost of replacement blinds will be billed to the resident at time of move out.

## ***NAIL AND SCREW HOLES***



Nailing, screwing, or taping anything into or onto an Assigned Unit surface is strictly prohibited. Licensee will be charged as a result of any damages. Only use products such as 3M Command ® strips that do not leave damage or residue behind.

## ***PAINTING***

Licensees are **NOT** allowed to paint the Assigned Unit.

## ***LOCKS AND LOCKING DEVICES***

Licensees are strictly prohibited from installing additional locks or locking devices on any door. All problems with locks should be reported to FIXIT (323-4948).

## ***GRILLING***

Grills are permitted but with limits. 1) **NEVER** grill on upstairs on patio or landing. 2) Keep the grill away from the building to prevent the possibility of sparks landing on the building and catching fire; 3) **ALWAYS** position your grill at least 20' away from the building, **NEVER** in the building, such as the laundry room; 4) Do not allow smoke into your apartment or into the apartments of *those around you*. If a fire alarm sounds, you may risk some financial liability; 5) **ALWAYS** make sure coals fully extinguished and cold before leaving the grill or emptying the coals in the trash; 6) Allow grill (and coals) to cool down before storing.



## ***GREG PAGE HVAC CLOSET***

The front room closet is to be kept free of excess storage. First responders in a fire or any other emergency need immediate access to the panel in this closet. Maintenance must have access to the heating and air conditioning equipment in the event of a malfunction. A malfunction could also cause a water leak and potential damage to your personal belongings which could result in substantial financial costs to Licensee. Condensate lines run from the second-floor apartments to the first-floor apartments. If you damage or break these lines when moving personal belongings into and out of the closet you will be responsible for repairs as this is considered damage to University property that could have been avoided.

The water shut off valve is also located in the HVAC closet. Maintenance must have easy access to this valve.

Perhaps most importantly, storage of excess boxes and/or personal items is a fire hazard. Licensee will be endangering them self and those around them. It is VERY important that Licensees NOT use the front closet as a storage closet.

# UNIVERSITY OF KENTUCKY INFORMATION

## **NON-DISCRIMINATION POLICY**

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students and does not discriminate in any of its programs, procedures, or practices against any person on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with the University of Kentucky policy concerning smoking.

## **HOUSING ACCOMMODATIONS**

If a Licensee needs special housing accommodations related to a disability, the Licensee must notify and register with the Disability Resource Center (DRC) at the University of Kentucky. The Licensee must submit a request for a service or emotional support animal through the DRC. Licensee may be required to provide medical or other documentation when a service or emotional support animal is required to live with the Licensee. The Licensee must provide written approval to the DRC before bringing a service or emotional support animal to the Assigned Residential Facility. The Licensee agrees to abide by all University policies as well as local and state laws that apply to pets including but not limited to: leash laws and laws that require pet owners to clean up the waste products of their pets. The Licensee agrees to accept financial responsibility for any and all damages to the Assigned Residential Facility or its contents when caused by the service or assistance animal. For additional information please visit Kentucky Statute KRS 383.085 and UK Administrative Article AR 6:11.

## **NOTICE REGARDING SEX CRIMES AND VIOLENT OFFENSES**

The University has determined that convicted sex offenders and convicted violent offenders pose a clear and present danger to those living in campus housing. Convicted sex offenders and violent offenders are not permitted to live in campus housing. The University requests that all applicants seeking to live in campus housing self-identify any criminal convictions requiring registration in a sex offender database. Upon learning the Licensee is or has been convicted of a sex crime or a violent crime as defined in Kentucky Revised Statutes Chapter 17 and 439, Management shall terminate the License Agreement by providing the Licensee with a seven-day written notice of its intention to do so. The University's Police Department routinely examines the Kentucky State Police sex offender registry and shall promptly notify Graduate and Family Housing of the offender's presence on campus.

## ***UNIVERSITY HOLIDAYS AND OTHER CLOSINGS***

The University has certain departments that remain open during official closing periods. The University will make every effort to ensure that essential services are maintained during closing periods. Licensees can call FIXIT regarding maintenance concerns at 859-323-4948 as FIXIT is staffed 24/7/365.





## **HOLIDAY OBSERVANCE**

The University and the Housing Office recognizes the following holidays and will be closed:

- New Year's Day – January 1<sup>st</sup>
- Martin Luther King, Jr. Day – 3<sup>rd</sup> Monday of January
- Memorial Day – 4<sup>th</sup> Monday of May
- Independence Day – July 4<sup>th</sup>
- Labor Day – 1<sup>st</sup> Monday of September
- Thanksgiving Day – 4<sup>th</sup> Thursday of November
- Day after Thanksgiving Day
- Christmas December 25<sup>th</sup>

In addition, the University provides additional holiday/bonus days during the month of December. These dates vary from year-to-year. A current list of the [Holiday Schedule](#) and bonus days on which the University is closed can be found online.

## **SEVERE WEATHER**

- University of Kentucky Division of Crisis Management and Preparedness is an excellent source for information about severe winter weather, storm safety, and other important emergency preparedness topics. Visit their website at: <http://www.uky.edu/EM/> to learn more.
- The Executive Vice President for Finance and Administration in consultation with UKPD and other University officials determine whether severe weather requires the cancellation of classes or the closing of some offices.
- Essential departments (i.e., UK HealthCare, Physical Plant Departments, the Residential Facility, and Graduate and Family Housing Maintenance and FIXIT) remain open during severe weather.
- Cancellation or delay announcements are made through the University's emergency notification system, UK Alert and through the local media. To learn more about UK Alert visit their website at: <http://www.uky.edu/EM/UKAlert/>.
- The most up-to-date and complete information can be obtained by calling the UK Infoline at 859-257-5684.



## **FAYETTE COUNTY PUBLIC SCHOOL INFORMATION**

Licensees should contact the Fayette County Board of Education to determine which school their children will attend or if they have questions regarding the public school system. The Fayette County Board of Education can be reached by calling 859-381-4000.

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Please don't hesitate to contact us with any questions you may have!

Graduate & Family Housing

Email: [ukaphousing@uky.edu](mailto:ukaphousing@uky.edu)

Phone: 859.257.3721

Website: <http://www.uky.edu/housing/graduate-family-housing>